



FOOD AND FUEL LICENSE APPLICATION

Check the TYPE of Request:	<input type="checkbox"/>	New License	<input type="checkbox"/>	License Renewal	<input type="checkbox"/>	Change of Ownership	<input type="checkbox"/>	Location Change
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Section 1. Establishment Information

Establishment Name:					License Number:												
Site Manager:				New Business?					<input type="checkbox"/>	Yes	<input type="checkbox"/>	No					
Street Address:			Former Establishment:														
City:			Former Owner:														
State:		Seating Capacity:				Full Time				Seasonal							
Zip:		Typical Season:															
Telephone:		Operating Hours:															
Cell/ Pager:		Operating Days:		<input type="checkbox"/>	Su	<input type="checkbox"/>	M	<input type="checkbox"/>	T	<input type="checkbox"/>	W	<input type="checkbox"/>	Th	<input type="checkbox"/>	F	<input type="checkbox"/>	Sa
Fax:		Type of Water:				Private Dug				Private Drilled				Municipal			
Email:		Type of Septic:				Private				Municipal							

Section 2: Owner Information

Owner or Corporate Name:											
Mailing Address:						City:					
State:		Zip:				Phone:					
Fax:						Email:					

Please Complete Each Section That Applies to Your Business

Section 3. License Type Retail

Check <u>One</u> Block that Best Describes Your Operation				Check <u>All</u> Services Provided That Apply to Your Business			
<input type="checkbox"/>	Bakery	<input type="checkbox"/>	Grocery Store	<input type="checkbox"/>	*Baked Goods (produced on site)	<input type="checkbox"/>	Hotdog Steamer
<input type="checkbox"/>	Beverage Store	<input type="checkbox"/>	Health Food Store	<input type="checkbox"/>	Beverage Containers (Redeem)	<input type="checkbox"/>	Prepackaged Meat
<input type="checkbox"/>	Book Store	<input type="checkbox"/>	Meat Market, Butcher	<input type="checkbox"/>		<input type="checkbox"/>	*Processed Meat
<input type="checkbox"/>	Campground Store	<input type="checkbox"/>	Mobile Vendor	<input type="checkbox"/>	Beverage Dispenser	<input type="checkbox"/>	Prepackaged Food
<input type="checkbox"/>	Convenience Store	<input type="checkbox"/>	Redemption Center	<input type="checkbox"/>	Bulk Sales (candy, fruit, nuts, popcorn)	<input type="checkbox"/>	Produce (fresh)
<input type="checkbox"/>	Department Store	<input type="checkbox"/>	Salvage Food	<input type="checkbox"/>	Coffee (prepared on site)	<input type="checkbox"/>	Produce (processed)
<input type="checkbox"/>	Dollar Store	<input type="checkbox"/>	Vegetable Stand	<input type="checkbox"/>	*Cold Foods (prepared on site)	<input type="checkbox"/>	*Ready to Eat Deli Items
<input type="checkbox"/>	Drug Store	<input type="checkbox"/>	Video/ Music Store	<input type="checkbox"/>	Dairy Products	<input type="checkbox"/>	Salad Bar
<input type="checkbox"/>	Fitness Center	<input type="checkbox"/>	Other (Please Specify below)	<input type="checkbox"/>	Frozen Food	<input type="checkbox"/>	Seafood (fresh)
<input type="checkbox"/>	Gift Shop	Other:		<input type="checkbox"/>	Fruit Juices	<input type="checkbox"/>	*Seafood (ready to eat)
<input type="checkbox"/>				<input type="checkbox"/>	*Hot Foods (prepared on site)	<input type="checkbox"/>	Soft Serve Ice Cream

RETAIL FEES (Section 3 on License Application)

Retail Food Establishment (All Food or Beverage Sales):			
<input type="checkbox"/>	0 to 10 employees:	\$10	<input type="text"/>
<input type="checkbox"/>	11 to 25 employees:	\$30	<input type="text"/>
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed: <input type="text"/>
Bakery:			
<input type="checkbox"/>	0 to 10 employees:	\$10	<input type="text"/>
<input type="checkbox"/>	11 to 25 employees:	\$30	<input type="text"/>
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed: <input type="text"/>
Meat Sales:			
<input type="checkbox"/>	Required if any meat, poultry, meat food products including beef jerky and slim Jims and poultry food products are offered for sale to consumer:	\$10	<input type="text"/>
<input type="checkbox"/>	Required if cutting, wrapping, or further processing and meat or poultry at a retail establishment:	\$50	Fee Enclosed: <input type="text"/>
Mobile Vendor:			
<input type="checkbox"/>	0 to 10 employees:	\$10	<input type="text"/>
<input type="checkbox"/>	11 to 25 employees:	\$30	<input type="text"/>
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed: <input type="text"/>
Redemption Center:			
<input type="checkbox"/>	All licenses:	\$50	Fee Enclosed: <input type="text"/>

Subtotal Retail Section 3:

* License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Section 4. License Type Food Processor										
Check <u>One</u> Block that Best Describes Your Operation					Check <u>All</u> Services Provided That Apply to Your Business					
<input type="checkbox"/>	Commercial Food Processor				<input type="checkbox"/>	Breads, Rolls	<input type="checkbox"/>	Fruits, Vegetables	<input type="checkbox"/>	Seafood (raw)
<input type="checkbox"/>	Bakery - Commercial /Wholesale				<input type="checkbox"/>	Brewery	<input type="checkbox"/>	Ice Manufacturing	<input type="checkbox"/>	Seafood (ready to eat products)
<input type="checkbox"/>	Beverage Plant				<input type="checkbox"/>	Cakes, Pies	<input type="checkbox"/>	Jams, Jellies	<input type="checkbox"/>	Soft Drinks
<input type="checkbox"/>	Cider /Juice Plant				<input type="checkbox"/>	Canned, Processed	<input type="checkbox"/>	Maple Syrup	<input type="checkbox"/>	Vacuum-packed Product
<input type="checkbox"/>	Meat Processor				<input type="checkbox"/>	Crabmeat	<input type="checkbox"/>	Meat (raw)	<input type="checkbox"/>	Water
<input type="checkbox"/>	Home Processor				<input type="checkbox"/>	Fruit Juices	<input type="checkbox"/>	Meat (ready to eat products)	<input type="checkbox"/>	Other
<input type="checkbox"/>	Food Salvage				Other:					
<input type="checkbox"/>	Maple Syrup Processor									
<input type="checkbox"/>	Slaughterhouse									

FOOD PROCESSOR FEES (Section 4 on License Application)

Commercial Food Processor:

<input type="checkbox"/>	All licenses:	\$30	Fee Enclosed:	<input type="text"/>
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Bakery – Commercial /Wholesale:

<input type="checkbox"/>	All licenses:	\$30	Fee Enclosed:	<input type="text"/>
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Beverage Plant License:

<input type="checkbox"/>	0 to 5 employees:	\$50		<input type="text"/>
<input type="checkbox"/>	6 or more employees:	\$100	Fee Enclosed:	<input type="text"/>

Cider /Juice Beverage Plant License:

<input type="checkbox"/>	0 to 10 employees:	\$10		<input type="text"/>
<input type="checkbox"/>	11 to 25 employees:	\$30		<input type="text"/>
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed:	<input type="text"/>

Meat Processor

<input type="checkbox"/>	Commercial Meat /Poultry Processor:	\$50		<input type="text"/>
<input type="checkbox"/>	Custom Meat /Poultry Processor:	\$50	Fee Enclosed:	<input type="text"/>

Home Food Processor:

<input type="checkbox"/>	All licenses:	\$10	Fee Enclosed:	<input type="text"/>
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Food Salvage (Processor) (Retailer) (Broker):

<input type="checkbox"/>	0 to 5 employees or volunteers:	\$15		<input type="text"/>
<input type="checkbox"/>	6 or more employees or volunteers:	\$30	Fee Enclosed:	<input type="text"/>

Maple Syrup Producer:

<input type="checkbox"/>	Less than 15 gal. of maple syrup production/ year:	\$1		<input type="text"/>
<input type="checkbox"/>	More than 15 gal. of maple syrup production/ year:	\$15	Fee Enclosed:	<input type="text"/>

Slaughterhouse

<input type="checkbox"/>	Commercial Slaughterhouse:	\$50		<input type="text"/>
<input type="checkbox"/>	Custom Slaughterhouse:	\$50	Fee Enclosed:	<input type="text"/>

License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Subtotal Processing Section 4:

Section 5. Wholesale and Warehousing									
Check <u>One</u> Block that Best Describes Your Operation					Check <u>All</u> Services Provided That Apply to Your Business				
<input type="checkbox"/>	Broker (Meat & Poultry Products)				<input type="checkbox"/>	Beverages	<input type="checkbox"/>	Meat (ready to eat)	
<input type="checkbox"/>	Food Storage Warehouse				<input type="checkbox"/>	Breads	<input type="checkbox"/>	Ready to Eat Foods	
<input type="checkbox"/>	Public Warehouse (Meat & Poultry Products)				<input type="checkbox"/>	Canned, Processed Food	<input type="checkbox"/>	Seafood (raw)	
<input type="checkbox"/>	Wholesale Distributor (Meat & Poultry Products)				<input type="checkbox"/>	Fruits, Vegetables	<input type="checkbox"/>	Seafood (ready to eat)	
					<input type="checkbox"/>	Ice	<input type="checkbox"/>	Vacuum-packed Product	
					<input type="checkbox"/>	Meat (raw)	<input type="checkbox"/>	Other: Other	

WHOLESALE / WAREHOUSE FEES (Section 5 on License Application)

Broker of Meat & Poultry Products:

<input type="checkbox"/>	All licenses:	\$50	Fee Enclosed:	<input type="text"/>
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Food Storage Warehouse:

<input type="checkbox"/>	0 to 10 employees:	\$10		<input type="text"/>
<input type="checkbox"/>	11 to 25 employees:	\$30		<input type="text"/>
<input type="checkbox"/>	26 or more employees:	\$100	Fee Enclosed:	<input type="text"/>

Public Warehouse:

<input type="checkbox"/>	Storage of Meat & Poultry Products, all licenses:	\$50	Fee Enclosed:	<input type="text"/>
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Wholesale Distributor of Meat & Poultry Products:

<input type="checkbox"/>	All licenses:	\$50	Fee Enclosed:	<input type="text"/>
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License fees based on the number of employees must include all full-time, part-time and intermittent employees.

Subtotal Wholesale /Warehouse Section 5:

Section 6. Retail Fuel Establishment			
Check <u>All</u> that apply to your operation			
	Diesel (Includes Off Road)	Number of nozzles:	
	Gas (regular unleaded)	Number of nozzles:	
	Gas (mid-grade unleaded)	Number of nozzles:	
	Gas (premium unleaded)	Number of nozzles:	
	Kerosene	Number of nozzles:	
	Propane (Motor Fuel)	Number of nozzles:	
	Av Gas	Number of nozzles:	
	Propane Fill Plant (No Fee) – Please check this box if propane tanks are filled on site!	Total nozzles:	

RETAIL FUEL ESTABLISHMENT FEES (Section 6 of License Application)

Registration of Motor Fuel Dispensers:

\$8 / nozzle / year No. of nozzles = X \$8 ea. = Fee Enclosed:

A dispensing nozzle is one that is capable of dispensing a single product. Each additional grade of product dispensed from a single nozzle shall constitute as an additional dispensing nozzle.

Total License Fees Section 6:

Section 7. Complete the following checklist, sign and date application prior to submittal. License issuance may be delayed and application returned if necessary materials are omitted.

- ☐ All information requested in Sections 1 and 2 has been provided.
- ☐ Each section in which a license is wanted is complete.
- ☐ If water source is from a private well, enclose a copy of a water safety analysis from an accredited laboratory for **coliform bacteria, nitrites, and nitrates** completed within the past 30 days if new, or 12 months if renewal license. **If you are regulated by the Maine Drinking Water Program, please enclose a copy of your most recent test.**
- ☐ If a private septic system is used, enclose documentation of compliance with the “Maine Subsurface Waste Water Disposal Rules.” This may be obtained from a Code Enforcement Officer or Plumbing Inspector.
- ☐ Seafood processors must complete a hazard analysis of each product and implement necessary HACCP Plan(s).
- ☐ Food processors must enclose a review from an accredited food processing authority for manufacturing acidified food; such as, but not limited to jams, jellies, pickles, sauces, etc.
- ☐ Out-of-state beverage plants must enclose current sanitation inspection from the licensing authority.
- ☐ Out-of-state beverage plants must enclose copies of beverage labels – every kind, size and brand – to be sold in the State of Maine.
- ☐ Application must be submitted 30 days prior to opening date (Specified Below). **If establishment is NOT prepared for inspection within 90 days of specified opening date, a new application and fee may be required.**

Opening Date:

Contact Name:

Contact Phone:

- * **New businesses opening from 12/15 thru 12/31 will receive a license valid for the following year.**
(e.g. An opening on 12/16/05 will expire 12/31/06)
- * **New businesses opening before 12/15 will expire 12/31 of the same year.**
(e.g. An opening on 12/1/05 will expire 12/31/05)
- * Multi-year Licenses (up to 3 years) are available upon request for establishments that **DO NOT** produce **potentially hazardous foods** or are not required to submit an **annual water test**.

TOTAL FEES (NON-REFUNDABLE) Section 3-6:

License fees must accompany application. Checks must be made payable to: TREASURER, STATE OF MAINE

If you would like to pay by credit card (Visa or MasterCard Only!), please complete the following:			
Name on Card:			
Credit Card #:			
Expiration Date:	Card Type (Please Check One!):	<input type="checkbox"/> ←Visa	<input type="checkbox"/> ←MasterCard
Billing Address:			

NOTICE: Any false written statements made by the undersigned, with the intent to deceive a public servant in the performance of his or her official duties, may expose the undersigned to criminal liabilities under 17-A MRSA 453 1.B. (1).

PRINT NAME: SIGNATURE: DATE:

OFFICE USE ONLY				
Date Received:				Comments:
Date Reviewed:				
Reviewed By:				
Application:		Approved	Returned	
Date Returned:				
Expiration Date:			Assigned To:	
Method of Payment:				
	Check #			
	Cash Receipt #			